

Cooperative Work Ed Questions:

C2

Which of the following is not an example of interviewing skills:

- A. Using a planner
- B. Multi-tasking
- *C. Procrastinating
- D. Delegating appropriately

C13

When considering compensation which of the following benefits should be included?

- A. Savings plans such as 401K
- B. Medical contributions
- C. Paid time-off
- *D. All of the above

D11

Which of the following is not an example of good hygiene?

- A. Showering or bathing
- B. Brushing your teeth
- *C. Wearing perfume
- D. Wearing deodorant

13. (Rewrite)

For a job interview, it is not a good idea to

- A. dress appropriately
- B. send a thank you afterward
- C. rehearse and practice answering questions
- *D. take a friend along.

E4.

Which of the following types of software are least likely to be used in a business environment?

- A. word processing
- B. databases
- C. spreadsheets
- *D. the internet.

E4.

What ways might a business use the internet?

- A. research
- B. company literature
- C. job postings
- *D. all of the above.

14. (re-write)

Prior to a job interview you should know something about

- A. world economics
- B. the hiring manager's family
- *C. the history of the company to which you are applying
- D. the number of former employees who have become entrepreneurs.